

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Advisory Council for the Elimination of Tuberculosis

(2) AUTHORITY

Identify the authority for establishing the FAC

The Advisory Council for the Elimination of Tuberculosis was established under Section 317E(f) of the Public Health Service Act, [42 U.S.C. §247b-6(f)], as amended. The Council is governed by the provisions of Public Law 92-463, as amended, (5 U.S.C. App.), which sets forth standards for the formation and use of advisory committees.

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

The Advisory Council for the Elimination of Tuberculosis (ACET) shall provide advice and recommendations regarding the elimination of tuberculosis to the Secretary; Department of Health and Human Services (HHS); the Assistant Secretary for Health, HHS; and the Director, Centers for Disease Control and Prevention (CDC). The Council shall make recommendations regarding policies, strategies, objectives, and priorities; address the development and application of new technologies; provide guidance and review on CDC's Tuberculosis Prevention Research portfolio and program priorities; and review the extent to which progress has been made toward eliminating tuberculosis.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;*
- (b) consider indentifying an anticipated relative distribution of candidates across the categories, and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The Council will consist of ten voting members including the Chair. Members and the Chair are selected by the Secretary from authorities knowledgeable in the fields of public health, epidemiology, immunology, infectious diseases, pulmonary disease, pediatrics, tuberculosis, microbiology, and preventive health care delivery; membership shall also include one member who has had tuberculosis disease or who is the parent of a child who has had tuberculosis disease. In addition, CDC looks for members with regional, State or local government expertise, and diversity in the work sector (e.g., public, private industry, academia). Members shall be deemed Special Government Employees. The Council shall also consist of sixteen non-voting agency representatives and twenty-two non-voting liaison representatives.

The liaison representative members are sought from a variety of sources including TB controllers, members of Division of Tuberculosis Elimination (DTBE), current or former ACET members, and TB researchers.

In order to achieve the highest quality comprehensive recommendations for TB control, it is critical that individuals chosen for membership on the Council have significant expertise in TB control, public health, academia, and/or TB research, including cross-cutting knowledge and experience in the various components of TB control. Some expertise important to the Council can only be developed through working relationships with TB controllers, researchers, TB diagnostic and drug companies which are in a position to be financially affected by many of the recommendations of ACET.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

In order to achieve a balanced federal advisory committee, ACET includes national professional associations that represent disciplines within the TB field.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

Candidates are proposed by the National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP) and their names forwarded to the CDC Committee Management Officer (CMO) who forwards to the White House Liaison. A list of nominees is reviewed for balance in terms of expertise, geographical distribution and other public health expertise considerations. Potential nominees are then compared with existing advisory group members to ensure a balanced committee. The Designated Federal Officer (DFO) makes recommendations to the Secretary for the final decision on nominees.

Key staff involved in the candidates identification process are the following: The Secretary, HHS; DFO; Director, DTBE; and the Deputy Director, DTBE.

Each year, suggestions for members are sought from a variety of sources including: TB controllers, members of DTBE, current or former ACET members, and TB researchers. During the year, suggestions for membership to ACET received from these and other various sources are compiled for future consideration. In addition, nominees are solicited through an Agency Federal Register Notice. A listing of individuals suggested for nomination to ACET is prepared and reviewed by the DFO; Director, NCHHSTP; Director, DTBE; and representatives from DTBE. These individuals discuss the qualities of the candidates and the expertise needed on ACET to develop a slate of potential nominees. Candidates are then contacted to determine their willingness to serve on ACET and to adhere to restrictions related to potential conflicts of interest.

The ten voting members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. Terms of more than two years are contingent upon the renewal of the Council by appropriate action prior to its termination. A member may serve up to 180 days after the expiration of that member's term if a successor has not taken office.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

This Council does not have subcommittees; however if a subcommittee should be established, the same candidate identification process would be followed.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Appointments shall be made without discrimination on the basis of age, race, ethnicity, gender, sexual orientation, gender identity, HIV status, disability, and cultural, religious, or socioeconomic status.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

December 13, 2016